

DCLG Approved Minimum Technical Competency for Fenestration Surveying (Windows and External doors)

Entry Routes	Qualifications/Accreditation	Experience / Evidence	Ability to Apply	
			Inspection / Assessment	
			On –Site	Off-Site
1	Level 3 Certificate in Fenestration Surveying (QCF) SVQ 3 Fenestration Installation & Surveying at SCQF Level 6	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex.	Yes	
Equivalents (in entry route 1 subjects above)				
2	Unit achievement of all*** of the following QCF units: F/602/4425 Identify Fenestration installation requirements K/600/8445 Understanding the Building Regulations in the Fenestration Industry	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex.	Yes	
3	Alternative certification(not a formal qualification) of performance and knowledge that has been mapped to the competence/knowledge requirements within this Annex	Must have evidence to demonstrate knowledge of the scope within this annex.	Yes	Yes
4	SVQ or NVQ Level 2/3 in Fenestration Installation & Surveying**** awarded within 5 years of date of application to join the Competent Person Scheme	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex.	Yes	

NOTES

*Experienced Worker Assessments will be conducted by the registering Competent Person Scheme Operator who shall assess the Enterprise's underpinning knowledge and practical competence against the competence requirements stated in this annex

** As a general "rule of thumb", "Understand.." or "Know .." in the left hand column can be assessed and evidenced by the use of questions or professional discussion; "Be able.." will generally be observed by the Assessor/Inspector.

***If only some of the units shown in Route 2 have been achieved the" missing "MTCs can be evidenced using route 3

****Those who have taken route 4 as their option will not have been assessed for knowledge or compliance with Building Regulations –again the "missing" MTCs can be evidenced using route 3

Minimum Technical Competencies (MTCs) Area of Competence		Fenestration Surveying		
Competence requirement <i>The Surveyor must:</i>		Context/Scope	NOS Ref.	Further Guidance
1.	Understand the Building regulations that have to be considered when carrying out Fenestration Installation surveys	In respect of;(domestic/commercial as appropriate) <ul style="list-style-type: none"> • Structure • Fire Safety • Resistance to moisture • Conservation of Fuel and Power • Heat producing appliances • Protection from falling • Access to building • Safety Glazing • Ventilation 	N/A	Derived from QCF unit K/600/8445
2	Understand what type of installation/product is permitted and possible.	In respect of; <ul style="list-style-type: none"> • customer requirements • legislation • guidelines and codes of practice. 	Proskills NOS unit FIS 11	Derived from QCF unit A/602/4425
3	Know what information should be recorded	In respect of; <ul style="list-style-type: none"> • measurements • tolerances recorded • other information that may be required • importance of accuracy 		
4	Know the types of additional products that may be required	In respect of; <ul style="list-style-type: none"> • Trickle vents • Restriction devices • Fire resisting glass systems • Safety Glazing • Pet Flaps • Furniture 		
5	Be able to obtain, record and handle all necessary information to enable effective Specifications to be completed	Obtain and record all necessary information to ensure Specifications can be completed in line with Organisational requirements, in respect of; <ul style="list-style-type: none"> • Accuracy • Clarity • Different types of technical information • Format • Further Use <p>Give the customer all necessary information accurately and clearly Ensure completed surveys are communicated to the appropriate individuals in line with Organisational requirements</p>	Proskills NOS unit FIS 11	Derived from QCF unit A/602/4425
6	Know the problems that can occur when carrying out surveys and how to deal with them	In respect of; <ul style="list-style-type: none"> • Existing structural conditions • Hidden detail • Obtaining measurements • Inaccurate information or communication • Hazardous materials including asbestos 	Proskills NOS unit FIS 11	Derived from QCF unit A/602/4425

Annex 7 - Technical Reference Document Requirements

The Enterprise shall hold or have access to current editions, including all amendments, of the documents (or recognised equivalent documents) listed in the following table

Technical Reference Documents for Fenestration Surveying
<u>Building Regulation Approved Documents A, B, C, F, J, K, L, M and N (all available free of charge from Planning Portal website)</u>